

During external exam times, continue marking attendance for your junior students as usual.

Senior students are bulk-marked ahead of time for the period of the exams - with class rolls for senior students submitted en masse each day.

Bulk Marking Seniors

- 1 AB6 > Enter Attendance > Administrator
- 2 Select the date range you require
- 3 Select all periods
- 4 Select a default code (V or X are usual)
- 5 Filter to your senior students
- 6 Click 'Refresh'
- 7 Click into the first cell for the first student
- 8 Repeatedly tap your Enter key to fill all cells with the default code
- 9 When all cells are full, click 'Save'

Rolls will still be created each day for the seniors.
Once all junior rolls are marked for the day, go to:

- 10 AB6 > Utilities > Roll Management
- 11 Click 'Update State' to change all Uncompleted Rolls to Completed. This will effectively remove all your senior rolls for the day from the unsubmitted list.

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